



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Memorandum

April 11, 2005
CACFP CN# 26-05
CACFP Policy Memo 05-08

To: Child and Adult Care Food Program Organizations

From: Mary Szafranski, Deputy Associate Superintendent
Health and Nutrition Services

Melissa Steinle, Director
Child and Adult Care Food Program

Subject: Collection of Required Enrollment Information by Child Care Centers and Day
Care Homes

Effective April 1, 2005, Arizona Department of Education must comply with new regulatory requirements pertaining to enrollment forms for children in child care centers (except for emergency shelters, at-risk after school snack programs, and outside-school-hours care centers) and day care homes participating in the CACFP.

As of April 1, 2005, the enrollment form for each child in care must:

- 1) Be updated annually
- 2) Be signed by the child's parent or legal guardian
- 3) Include information on the child's normal days and hours of care as well as the normal meals received in care.

However, Department of Health Services, Office of Childcare Licensure and Department of Economic Security require parents to sign their children in and out of child care facilities each day. Food and Nutrition Services (FNS) has determined that this satisfies the requirement to collect the normal days and hours in care on each child's enrollment form, provided that:

- The sign-in sheet captures the time the children arrive at and depart from the child care facility
- Each day, the sign-in and sign-out times are signed by a parent or guardian.

To ensure Federal requirements are met and Arizona Department of Education remains consistent with other state agencies, the following elements are required by all CACFP facilities (except for emergency shelters, at-risk after school snack programs, and outside-school-hours care centers):

- Sign-in sheets that capture the time the children arrive at and depart from the child care facility.
- The sign-in and sign-out times are signed by a parent or guardian on a daily basis.
- The enrollment form is annually updated and signed by parent or guardian.

Daycare Home Sponsoring Organizations will have until October 1, 2005 to implement a sign in/out record for all child care homes. Child care centers participating on CACFP must now include the annual update of the enrollment form during the income collection period for CACFP renewal. CACFP income collection occurs during September.

Arizona Department of Education will ensure that all facilities meet the above stated requirements. Enrollment forms and sign in/out records will be evaluated during CACFP facility reviews.

Please feel free to contact your program specialist if you have further questions.

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